UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Arkansas State Office
Little Rock, Ar. 72201

AR NOTICE IRM-29

For: County Offices

New Registration Process for WebCAAF

Approved by: State Executive Director

1 Overview

A Background

On October 21, 2003 the Department implemented a new registration process for WebCAAF that will replace the existing WebReg and WebCAAF SR/SC. All registration assistance to **new** customers will be via the new registration process.

B Purpose

The purpose of this notice is to provide instruction on how FSA Service Centers will implement this new eAuthentication registration process.

2 Implementation

- The customer **must** self-register online at http://www.eauth.egov.usda.gov and create a user profile. The customer will have the option to sign up for a Level 1 Account or a Level 2 Account. **Only a Level 2 account** will allow the customer to conduct official electronic business transactions with USDA Agencies. Email is a required field in this registration process. The customer should be advised to establish email accounts from companies like Yahaoo, Hotmail, or their local Internet Service Provider (ISP) if they do not already have an established email account elsewhere. Once the customer completes and submits their user profile online, the customer will receive a verification email. This verification email will provide the customer with log- on instructions that will activate their access Level. The customer **must** follow the instruction in the email to activate their account **within 7 days** of receipt, or they will have to start the process over again.

Disposal Date	**Distribution**
November 1, 2004	**Regular**

2 Implementation (continued)

- To conduct official business transactions with USDA, the **registered** customer must have Level 2 Assurance credentials. USDA Customer **must** visit a local USDA Service Center in person for Identity Proofing to acquire Level 2 Assurance credentials. Previously, identity proofing could be completed without an office visit by submitting a notarized AD-2016 form by mail or FAX. The AD-2016 form is no longer used. Agency employees must be certified as Local Registration Authorities (LRAs) to activate a customer's Level 2 credentials. Agency employees must complete online training to be certified as a LRA.

USDA customers with a current WebCAAF ID will automatically be given Level 2 credentials. However, at their first login, they will be prompted for additional information to complete the login process.

3 County Office Action

1. Each FSA Service Center will name at least one FSA employee to become the Local Registration Authority (LRA) for FSA in their local USDA Service Center. This employee will provide eAuthenticaion for other USDA agency's customers in addition to FSA customers.
2. The FSA employee selected will need to complete the online LRA training as soon as possible. Instructions to complete the LRA training can be found on the Arkansas State Office Web Page under WebCAAF.
3. No USDA customer will be denied eAuthentication by an FSA Service Center due to the local service center not yet having a LRA certified employee in place. If a USDA customer requests eAuthenication before the local FSA employee has received their LRA status, the local county office staff shall contact Trish Perry (IT Specialist in the State Office at 501-301-3022. If Trish Perry is unavailable the secondary contact for eAuthenication is David Nix (Executive Officer) 501-301-3059.
4. **All FSA employees that complete the eAuthentication training and obtain LRA status will need to enter this training in ICAMS.** The LRA training course number is 020123 and the session is 0001.